



2008-09 Staff Technology Skills Checklist

Each school building has a Computer Coordinator that is assigned to cover basic troubleshooting and technology issues at the building level. The Computer Coordinators group has identified a core set of basic skills for all Springfield staff members.

Please indicate your level of expertise next to each skill. If you are unfamiliar with any of these basic skills, please contact a peer or your building's Computer Coordinator for help. The goal is to ensure that all teachers understand and are comfortable with the technology skills listed below.

Please submit this completed form to your Computer Coordinator prior to the start of the 2008-09 school year.

Level	Topic: Basic Troubleshooting
	Quitting programs if there are too many open
	Force Quit: what to do if a program won't respond
	Power Button: what to do if the computer is frozen
	Checking cable connections
	Confidence to problem solve

Topic: Web Help Desk

	When and how to make a ticket
	How to submit a ticket

Topic: Email

	Send, reply, forward email messages
	Organize email using folders/deleting email
	Use email spell check
	Send and save attachments to the computer
	Understand the difference between web mail and Apple Mail

Self Scoring Guide

- 4: I know how to do this and could teach another person how to do this
- 3: I know how to do this
- 2: I think I know how to do this
- 1: I don't know how to do this or don't know what it means

Level	Topic: Using the Servers
	Log into smb://file1/staffhome/emailusername to back up files
	Understand that all teachers can post class web sites to <i>smb://file1/staffweb/emailusername</i> which can be viewed at http://people.sps.lane.edu/emailusername
	Know how to log in to eSIS
	Understanding that all middle/high school students can save their work to a server (accounts must be smb://file1/studenthome/studentusername)

Topics: Basic Computer Skills

	Understand and use the Finder menus (e.g. Go menu)
	Use Spotlight (or apple-f) to find files
	Understand the difference between Shift+Click, Apple+Click and Ctrl+Click (right click) and when to use them
	Add/Remove applications from the Dock
	The difference between quitting and closing applications
	Shutting down vs sleeping
	Minimizing/maximizing/hiding (f11) windows
	Switching between applications (Apple-tab)
	Add/install printers
	Installing programs and deleting the installer

Self Scoring Guide

- 4: I know how to do this and could teach another person how to do this
- 3: I know how to do this
- 2: I think I know how to do this
- 1: I don't know how to do this or don't know what it means

I feel comfortable with the above and want to learn more about:

Name: _____ Date _____

School: _____